

TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: TRANSPORTATION MAINTENANCE SPECIALIST V -
Diesel Mechanic Shop

SALARY GROUP: A18

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 10/21/2015

POSITION #: 024598

I. JOB SUMMARY

Performs highly advanced transportation operations and maintenance work. Work involves overseeing and maintaining transportation systems; and assigning and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees the diesel mechanic shop operations for agency vehicles and establishes priorities; oversees the maintenance, repair, inspection, and evaluation of trucks, tractors, buses, and trailers; and instructs employees and offenders mechanics in proper repair procedures and use of automated testing equipment.
- B. Coordinates wrecker services to pick up wrecked or disabled motor vehicles; coordinates work with departments of the agency to include scheduling maintenance and repairs; and discusses malfunctions, warranties, parts, and service with mechanics, drivers and manufacturing representatives.
- C. Coordinates project plans and estimates work hours and obtains materials and equipment required for projects; checks deliveries; inspects materials and other factors ensuring compliance to plans, specifications, and estimates; prepares and maintains records of requisitions, purchases, materials, supplies, and repair costs; and prepares reports and purchase orders.
- D. Provides technical assistance and training in the maintenance and repair of trucks, tractors, buses, and trailers; and performs inspections of maintenance and repair operations and activities and makes recommendations for improvement.
- E. Assigns and supervises the work of others.
- F. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning diesel automotive or diesel equipment repair experience.
3. One year full-time, wage-earning experience in the supervision of employees or offenders.
4. Correctional custody or law enforcement experience preferred.

Must have or be able to obtain a valid Class A Commercial Driver License (CDL) with a Passenger (P) endorsement within sixty days of employment date.

Must have or be able to obtain a valid Medical Examiner's Certificate within sixty days of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of methods and techniques of maintenance and repair of diesel vehicles and equipment.
2. Knowledge of safety procedures related to maintenance and repair shops.
3. Knowledge quality control procedures and techniques.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.

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5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to inspect and evaluate needed repairs to machinery and equipment.
11. Skill to repair diesel engines, standard and power shift transmissions, and hydraulic, electrical, fuel, brake, and cooling systems.
12. Skill in the use of parts books and service manuals.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill to assign and supervise employees and offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, vibration, slippery or uneven walking surfaces, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, drills, repair, testing and measuring devices, tire changing machine, tire balancing machine, impact tools, telephone, and automobile.